

BUSINESS SERVICE ASSISTANT

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: September 13, 1999

Collective Bargaining Identification: R01

Job Analysis Conducted By: William Kilgore, Associate Personnel Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position Report dated June 29, 2001 there are 28 incumbents in this classification.
Note—at the time this job analysis was conducted the Filled/Vacant Position Report was not available.

Subject Matter Expert(s):

Darla Griffin	Business Service Officer I (A), Ironwood State Prison
Rober Neuschmid	Procurement Services Officer II, Mule Creek State Prison
Linda Langley	Business Service Officer I (Supervisor), Wasco State Prison
Sylvia Martinez	Business Service Officer I (Supervisor), Pleasant Valley State Prison
Vicki Flandi	Procurement Services Officer II, California State Prison-Solano
Rebecca Spencer	Procurement Services Officer I, California Rehabilitation Center
Leanne Evans	Business Service Officer II (Specialist), Administrative Services Division

INFORMATION GATHERING
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The tasks and knowledges, skills, and abilities for this job analysis were developed by:

- Reviewing the State Personnel Board Class Specification—Business Service Assistant
- Reviewing the Departmental Operational Manual—Corrections
- Reviewing the Department of General Services—Official Fleet Handbook
- Utilizing other resources (e.g., Subject Matter Experts, Procurement Manuals, ICSM, etc.)